



Step-by-Step: Create a Team

Creating a team online is a great way to recruit participants for the SummeRun and raise money to support the Marsha Rivkin Center for Ovarian Cancer Research.

Register

1. Go to *www.summerun.org*.
2. Click on **Start a Team**.
3. Enter your registration and information. (Your User ID and Password will be your way to keep track of your personal fundraising page. You might consider using your email address as your User ID.)
4. On the next screen, choose option 3 **Create a New Team** and click the **Next** button.
5. Choose your individual fundraising goal (not your team goal) and click the **Next** button. (Keep in mind, this is only a goal, not a set amount that you must raise. All participants who raise \$50 or more will receive an official 2011 SummeRun & Walk t-shirt at the event.)
6. Type your team name as you would like it to appear and click the **Next** button
7. Choose the 5k Walk or 5k Run and click the **Next** button
8. Fill in your event information. In the **2011 SummeRun Team Name** field, choose **No Team**. (This is because you are creating a new team.) Click the **Next** button
9. Fill in your billing information and click the **Register** button
10. Now that you are registered, you can edit your page from the dashboard (see more information below)

Confirmation Email

Once you're registered, you will receive an email confirming your participation as a Team Captain that includes the username and password you entered when registering. You will also be given a link to your online fundraising page. **Keep this email so that you can refer back to your account information if needed.**

Utilize Your Team Page

1. Customize Your Team Web Page – Log-in and click the **My Team** button on the dashboard to enter your team page. (Follow the steps on the top of the page to help you make changes to your individual fundraising page.) Under the **To Do** list, select **Design My Team's Web Page**. From there, click **Edit my Team's Web Page**. Your team page will include a general SummeRun message, which you can customize as you wish. You may also add a pre-loaded photo or one of your own. Keep in mind that your photo file size cannot exceed 100 KB. Make sure you scroll to the bottom of this screen and update the **Team Welcome Header** to reflect your team name. To see what your team page will look like, choose the blue **My Team** button and click **Visit My Team's Web Page** under the **To Do** list.

2. Email Existing Team Members – Send emails to your team members directly from your team page by selecting **Send My Team An Email** under the **To Do** list. You can upload addresses or type them in. Next, personalize your message and choose **Preview** to see what it will look like. Click **Send**.

Track Your Progress

1. Monitor your Activity Log – Visit your Activity Log under **My Activity**. This page will tell you whether emails you've sent have been opened and if you've received donations.

Online Fundraising

For more information about how to utilize additional online fundraising tools, please download the *Online Registration and Fundraising Instructions* (pdf) at www.summerun.org

Questions?

For questions concerning website support, call the SummeRun hotline at 206-215-6700 or email summerun@swedish.org.